



A
10-273
09/22/10

AUTOMATED LICENSE PLATE RECOGNITION VEHICLES

The purpose of this order is to clarify the use of the Department vehicles equipped with Automated License Plate Recognition Systems (ALPR). ALPR vehicles are a valuable asset to homeland security and the investigation of crimes as well as a tool for patrol officers to control crime, protect the City's critical infrastructure, and to improve the quality of neighborhood life.

ALPR is a computer-based system that uses special cameras to capture a color and infrared image of the license plates on passing vehicles. These systems are mounted on police vehicles or placed in fixed positions such as freeway overpasses or street intersections. Optical Character Recognition technology converts the infrared image into a text file. The text file is automatically compared against an "informational data file" containing information on stolen or wanted vehicles, lost or stolen plates, vehicles associated with AMBER alerts, warrant suspects, or other criteria. If a match is found, the user is notified of the vehicle "hit" by an audible alert and an associated notation on the user's computer screen.

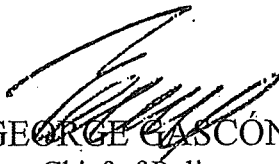
The "informational data file" is updated with different data sources being "refreshed" at different intervals. Some of this information is automatically updated by various state and federal agencies. The "hot list" (vehicles of interest) information is updated by designated Department ALPR Administrators. Mobile ALPR users can input individual license plates into their Patrol vehicle ALPR system for use during their shift; however, the information will be deleted from that mobile ALPR unit once the vehicle system is updated with a current "information data file."

An operator should think of the ALPR system as an electronic hot sheet. Just as with a "hit" on a hot sheet, when practical, the officer shall conduct a records check to confirm the vehicle status via dispatch/computer before taking action. *An ALPR vehicle alert does not automatically provide ALPR users sufficient justification to pull over or detain the vehicle occupants.* Often times a "vehicle of interest" is not necessarily wanted for a crime but may provide officers with additional instructions or information when located (examples: sex registrant or "of interest" in an investigation). Officers must use discretion, and in some cases, have independent information to justify a traffic stop.

The vehicle mounted ALPR systems have the ability to photograph thousands of plates in a shift. This information is stored and later uploaded into the ALPR server, located within the Criminal Investigations Unit. Plate scan information is retained for a period of

two years. Access to scanned information is restricted to approved personnel and for law enforcement purposes only. Any other use of this data is strictly forbidden.

The Criminal Investigations Unit (CIU) shall be responsible for the care and maintenance of the ALPR system. CIU shall be responsible for updating and retrieving information from the ALPR system. Station vehicle maintenance officers shall notify CIU regarding any problems or questions with the ALPR system at (415) 734-3167. Questions regarding the use of ALPR equipment or accessing plate scan information may be directed to the CIU.



GEORGE GASCON
Chief of Police




Vehicle Theft Abatement (VTA)

The Department receives an allocation from the State of California to conduct vehicle theft abatement. The money spent for this abatement "shall be expended exclusively to fund programs that enhance the capacity of local police and prosecutors to deter, investigate, and prosecute vehicle theft crimes." [V.C. section 9250.14]

The Major Crimes Unit will be responsible for managing this allocation and overseeing all programs and operations related to it. The Major Crimes Unit will organize and conduct operations city-wide for vehicle theft abatement programs utilizing station personnel.

To apply for district-specific vehicle theft abatement programs, Commanding Officers shall submit Operations Orders requests through their chain of command to the Operations Bureau for approval. Approved requests will be forwarded to the Major Crimes Unit. These operations may include but are not limited to utilizing license plate reader equipment, saturating areas where vehicle theft crimes occur most frequently, and identification/arrest of persons who have active warrants related to vehicle theft crimes. Any officer working a detail in a plain clothes capacity must have attended plain clothes training. All After Action reports and any EWW cards shall be sent to the Major Crimes Unit.

The Major Crimes Unit is responsible for all mandatory reporting to the State of California regarding this allocation.


GREGORY P. SUHR
Chief of Police



A
14-127
05/01/14

Automated License Plate Reader (ALPR) Equipment

Automated License Plate Reader (ALPR) equipment is used to analyze license plate data and to facilitate the identification of stolen, wanted, and vehicles of interest to law enforcement. When properly initialized, ALPR units collect license plate information from vehicles that come within close proximity to the units. License plate information collected by the ALPR is maintained for a period of 12 months.

Common ALPR uses include: creation of "hotlists" – vehicles associated with active criminal investigations; locate stolen and wanted vehicles; locate and apprehend individuals sought by law enforcement; locate victims of violent crime, missing children and adults (including Amber and Silver Alerts); and to protect participants at special events and critical infrastructure sites.


An ALPR alert for a stolen or felony want vehicle requires verification through D.E.M. (dispatch) and/or a CLETS computer return before a traffic stop is conducted.

Other ALPR alerts do **not** provide officers with justification to conduct a traffic stop or detain a vehicle and the occupants. Sufficient probable cause has not been established to stop a "vehicle of interest" that is the focus of a criminal investigation. These alerts may provide officers with additional instructions or information when a vehicle is located. Officers should follow the instructions on the alert, use discretion, and have independent probable cause to justify a traffic stop.

The Criminal Investigations Unit (CIU) is responsible for conducting training on the use and maintenance of the ALPR system. All questions regarding the usage of ALPR equipment and/or accessing the BOSS ALPR database should be directed to the OIC of CIU. Training material for the ALPR usage can be obtained by contacting CIU. In addition, the VRP report folder on your active directory has a Vehicle Theft Abatement folder with useful ALPR information.

BOSS is the software used to access the ALPR database and it is available on the SFPD Network for approved users. To request a BOSS account, any supervisor can submit a request to Technology Division via e-mail to SFPDHelpDesk@sfgov.org or call 558-3877 (Help Desk). Provide the name, A# and current assignment of the sworn member seeking access to BOSS. Civilian employees with a need for access may also become approved users with an approved Memorandum through their chain of command.

ALPR equipment and data shall only be utilized for legitimate law enforcement purposes. Members are reminded of Department General Order 10.08 establishing the policy and procedure governing the use of computers and the confidentiality of computer data. The ALPR shall be turned "on" by Officers in their assigned radio car at the beginning of their watch, and turned "off" at the end of their watch.


GREGORY P. SUHR
Chief of Police



A
15-221
10/29/15

Automated License Plate Reader (ALPR) Equipment

Automated License Plate Reader (ALPR) equipment is used to analyze license plate data and to facilitate the identification of stolen, wanted, and vehicles of interest to law enforcement. When properly initialized, ALPR units collect license plate information from vehicles that come within close proximity to the units. License plate information collected by the ALPR is maintained for a period of 12 months.

Common ALPR uses include: creation of “hotlists” – vehicles associated with active criminal investigations; locate stolen and wanted vehicles; locate and apprehend individuals sought by law enforcement; locate victims of violent crime, missing children and adults (including Amber and Silver Alerts); and to protect participants at special events and critical infrastructure sites.

Officers shall not stop a vehicle solely based on an ALPR alert. Before stopping a vehicle based on an ALPR alert for a stolen or felony want, the officer conducting the stop shall:

- 1. Visually verify the alphanumeric characters on the plate of the suspect vehicle to be detained, AND**
- 2. Verify through the Department of Emergency Management (dispatch) or through a CLETS computer return that the license plate on the vehicle to be detained is currently listed on the DOJ database as stolen or wanted.**

Other ALPR alerts (e.g. 852, 459, 10-43, etc.) do **not** provide officers with justification to conduct a traffic stop or detain a vehicle and the occupants. Sufficient probable cause has not been established to stop a “vehicle of interest” that is the focus of a criminal investigation. These alerts may provide officers with additional instructions or information when a vehicle is located. Officers should follow the instructions on the alert, use discretion, and have independent probable cause to justify a traffic stop.

The Special Investigations Division (SID) is responsible for conducting training on the use and maintenance of the ALPR system. All questions regarding the usage of ALPR equipment and/or accessing the Back Office Server Software (BOSS) ALPR database should be directed to the OIC of SID. Training material for the ALPR usage can be obtained by contacting SID. In addition, the VRP report folder on your active directory has a Vehicle Theft Abatement folder with useful ALPR information.

BOSS is the software used to access the ALPR database and it is available on the SFPD Network for approved users. To request a BOSS account, any supervisor can submit a request to Technology Division via e-mail to SFPDHelpDesk@sfgov.org or call 1-415-558-3877 (Help Desk). Provide the name, A# and current assignment of the sworn member seeking access to BOSS. Civilian employees with a need for access may also become approved users with an approved Memorandum through their chain of command.

ALPR equipment and data shall only be utilized for legitimate law enforcement purposes. Members are reminded of Department General Order 10.08 establishing the policy and procedure governing the use of computers and the confidentiality of computer data. The ALPR shall be turned "on" by Officers in their assigned radio car at the beginning of their watch, and turned "off" at the end of their watch.

Per DB 15-141, sworn and non-sworn members are required to electronically acknowledge this Department Bulletin in HRMS.


GREGORY P. SUHR
Chief of Police



A
15-105
04/22/15

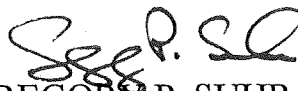
Vehicle Theft Abatement (VTA)

The Department receives an allocation from the State of California to conduct vehicle theft abatement. The money spent for this abatement "shall be expended exclusively to fund programs that enhance the capacity of local police and prosecutors to deter, investigate, and prosecute vehicle theft crimes." [V.C. section 9250.14]

The Special Projects Lieutenant of the Investigations Bureau will be responsible for managing this allocation and overseeing all programs and operations related to it. The Investigations Bureau will organize and conduct operations city-wide for vehicle theft abatement programs utilizing station personnel.

To apply for district-specific vehicle theft abatement programs, Commanding Officers shall submit Operations Orders requests through their chain of command to the Operations Bureau for approval. Approved requests will be forwarded to the Investigations Bureau. These operations may include but are not limited to utilizing license plate reader equipment, saturating areas where vehicle theft crimes occur most frequently, and identification/arrest of persons who have active warrants related to vehicle theft crimes. Any officer working a detail in a plain clothes capacity must have attended plain clothes training. All After Action reports and any EWW cards shall be sent to the Investigations Bureau.

The Investigations Bureau is responsible for all mandatory reporting to the State of California regarding this allocation.


GREGORY P. SUHR
Chief of Police



A
17-015
1/19/17

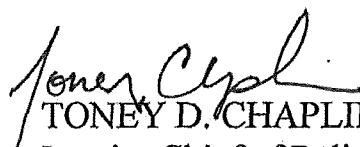
Enforcement of Immigration Laws (Supersedes DB 16-015)

Members are reminded that it is the policy of the San Francisco Police Department to foster respect and trust between law enforcement and residents, to protect limited local resources to encourage cooperation between residents and City officials, including law enforcement and public health officers and employees; and to ensure community security. It is also Department policy, consistent with its obligations under state and federal law, to adhere to the City of Refuge Ordinance, San Francisco Administrative Code Section 12H.2. This ordinance prohibits the use of City resources to assist in the enforcement of federal immigration laws or to gather or disseminate information regarding release status of individuals or any other such personal information as defined in Chapter 12I. Administrative Code 12I.2 defines "personal information" as "any confidential, identifying information about an individual, including, but not limited to home or work contact information, and family or emergency contact information unless required by Federal or State statute, regulation or court decision.

In accordance with the City of Refuge Ordinance and state law, members of the Department shall adhere to the following:

1. DETENTION/DOCUMENTS. Members shall not:
 - a. Stop, question, or detain any individual solely because of the individual's national origin, foreign appearance, inability to speak English, or immigration status (also see DGO 5.03, Investigative Detentions). The mere presence of so called "illegal aliens," "undocumented individuals" is not a criminal offense.
 - b. Ask for documents regarding an individual's immigration status in the course of their duties, e.g., traffic enforcement, investigations, taking reports, officers.
2. ASSISTING THE U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT- (ICE)
Members shall not enforce immigration laws or assist ICE in the enforcement of immigration laws or gather or disseminate information regarding release status of individuals or any other personal information as defined in Administrative Code Admin. Code 12I.

Nothing in this bulletin precludes officers from providing emergency assistance to members of outside law enforcement agencies when there is a significant danger, as outlined in DGO 5.15. In such cases, once scene safety has been established, members shall notify their immediate supervisor of the incident. That supervisor shall respond to the scene and ensure that such assistance was warranted. Members involved in providing emergency back-up assistance shall file an incident report describing their reasons for their assistance.


TONEY D. CHAPLIN
Interim Chief of Police

Per DB 15-141, both sworn and non-sworn members are required to electronically acknowledge this Department Bulletin in HRMS.



A
17-016
1/19/17

Prohibition on the Enforcement of Administrative Immigration Warrants (Supersedes DB 16-048)

Members are reminded that it is the policy of the San Francisco Police Department to foster respect and trust between law enforcement and residents, to protect limited local resources, to encourage cooperation between residents and City officials, including especially law enforcement and public health officers and employees, and to ensure community security. It is also Department policy (DGO 5.15 and reminder DB 17-015), consistent with its obligations under state and federal law, to adhere to the City of Refuge Ordinance, pursuant to SF Administrative Code §12H.2. This ordinance prohibits the use of City resources to assist in the enforcement of federal immigration laws or to gather or disseminate information regarding release status of individuals or any such other such "personal information" or as defined in 12I unless required by Federal or State statute, regulation or court decision. Personal information is defined as "any confidential, identifying information about an individual, including, but not limited to home or work contact information, and family or emergency contact information unless required by Federal or State statute, regulation or court decision (Admin. Code 12I.2).


One of those limited circumstances allows members of the SFPD to enforce federal criminal warrants for arrest. Federal administrative (civil) warrants are not to be enforced and persons detained under such civil warrants will not be accepted by San Francisco Sheriff's Department personnel at CJ1. NCIC warrant responses will make clear whether the warrant is civil or criminal.

"Federal Immigration Administrative Warrant of Removal" warrants **shall not** be enforced.

"Federal Immigration Administrative Warrant of Arrest" warrants **shall not** be enforced.

"Federal Criminal Warrant issued for violation of Title 18 USC, Section XXX" **may** be enforced (see DGO 6.18).

Attached are samples of NCIC print-outs of both administrative (civil) and criminal warrants that were provided for your reference by the SFPD.


TONEY D. CHAPLIN
Interim Chief of Police

Per DB 15-141, both sworn and non-sworn members are required to electronically acknowledge this Department Bulletin in HRMS. Please review Department Bulletin 17-015.

SAMPLE RESPONSE FROM NCIC INQUIRY: ADMINISTRATIVE (CIVIL)
WARRANTS

Administrative Warrant of Removal:

~~WARNING REGARDING FOLLOWING RECORD~~ SUBJECT OF NIC/9307770847 HAS AN
OUTSTANDING ADMINISTRATIVE WARRANT OF REMOVAL FROM THE UNITED STATES.
CONTACT LESC

AT (877) 999-5372 FOR IMMEDIATE HIT CONFIRMATION AND AVAILABILITY OF
BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT DETAINER.

MKE/IMMIGRATION VIOLATION - FAILURE TO APPEAR FOR REMOVAL
ORI/VTHS1000 NAM/SMITH, JOHN SEX/M RAC/W DOB/FN DOB/19510101
HGT/510 WGT/180 EYE/BRO HAI/BRO CTZ/FN SHI/DRK
SMT/SC LF ARM
SOC/777010000

OFF/ALIEN UNLAWFULLY PRESENT DUE TO ORDER OF REMOVAL OR EXCLUSION FROM
THE USA

UCA/ASD1334-T HIS/KNOWN AS JOHNNY BOY

ORI IN BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT, LAW ENFORCEMENT
SUPPORT CENTER
(877) 999-5372

NIC/9307770847 DTE/19980605 0000 HRT DLU/20090101 0600 HRT

*****THIS RECORD MAY BE USED ONLY BY CRIMINAL JUSTICE AGENCIES FOR
CRIMINAL JUSTICE PURPOSES.

*****END OF IMMIGRATION VIOLATOR FILE RESPONSE*****

Administrative Warrant of Arrest:

~~WARNING REGARDING FOLLOWING RECORD~~ SUBJECT OF NIC/9307770847 HAS AN
OUTSTANDING ADMINISTRATIVE WARRANT OF ARREST FOR IMMIGRATION VIOLATIONS
FOR FAILURE TO COMPLY WITH NATIONAL SECURITY REGISTRATION. CONTACT LESC
AT (877) 999-5372 FOR IMMEDIATE HIT CONFIRMATION AND AVAILABILITY OF
BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT DETAINER.

MKE/IMMIGRATION VIOLATION - NATIONAL SECURITY REGISTRATION
ORI/VTHS1000 NAM/SMITH, JOHN SEX/M RAC/W DOB/FN DOB/19510101
HGT/510 WGT/180 EYE/BRO HAI/BRO CTZ/FN SHI/DRK
SMT/SC LF ARM
SOC/777010000

OFF/BOUGHT FOR VIOLATION OF NATIONAL SECURITY REGISTRATION

UCA/ASD1334-T HIS/KNOWN AS JOHNNY BOY

ORI IN BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT, LAW ENFORCEMENT
SUPPORT CENTER (877) 999-5372

NIC/9307770847 DTE/19980605 0000 HRT DLU/20090101 0600 HRT

*****THIS RECORD MAY BE USED ONLY BY CRIMINAL JUSTICE AGENCIES FOR
CRIMINAL JUSTICE PURPOSES.

*****END OF IMMIGRATION VIOLATOR FILE RESPONSE*****

ENFORCEMENT OF IMMIGRATION LAWS

The purpose of this order is to establish policies regarding the San Francisco Police Department's role in the enforcement of immigration laws and cooperation with U.S. Immigration and Customs Enforcement ("ICE"), U.S. Customs and Border Protection ("CBP") or successor agencies whose role is to enforce immigration laws, in conformity with state and federal laws and San Francisco Administrative Code Chapters 12H and 12I.

I. POLICY.

It is the policy of the San Francisco Police Department to foster respect and trust between law enforcement and residents, to protect limited local resources, to encourage cooperation between residents, City officials, and law enforcement, and to ensure community security. It is also Department policy, consistent with its obligations under state and federal law, to adhere to San Francisco Administrative Code Chapters 12H and 12I. These Chapters generally prohibit the use of City resources to assist in the enforcement of federal immigration laws, except as required by federal or state law.

II. STATE AND LOCAL LAW.

In accordance with Chapter 12H and state law, members of the Department shall, in performing their official duties, adhere to all of the following:

- A. DETENTION:** Members shall not stop, question, or detain any individual solely because of the individual's national origin, foreign appearance, inability to speak English, or immigration status (also see DGO 5.03, Investigative Detentions). Members shall not inquire into an individual's immigration status.
- B. DOCUMENTS:** In the course and scope of their duties e.g., traffic enforcement, investigations, and taking reports, members shall not require individuals to produce any document to prove their immigration status.
- C. ASSISTING ICE/CBP:** Members shall not cooperate with or assist ICE/CBP in any investigation, detention, or arrest procedures, public or clandestine, where in any such instance the purpose is enforcing federal immigration laws.

D. INFORMATION GATHERING/DISSEMINATION FOR IMMIGRATION ENFORCEMENT PURPOSES:

- 1) **Release Status/Confidential Information for immigration enforcement purposes.** Members shall not request information about, or disseminate information, regarding the release status of any individual or any other confidential, identifying information such as home, work, or family or emergency contact information, except as required by federal or state law.
- 2) **Services.** The Department shall not include on any application, questionnaire, or interview form it uses in relation to benefits, services, or opportunities provided by the City and County of San Francisco, any questions regarding immigration status other than those required by federal or state law.

E. ICE/CBP DETAINERS/ADMINISTRATIVE (CIVIL) WARRANTS:

Members shall not arrest or detain an individual, or provide any individual's personal information to a federal immigration officer, solely on the basis of an administrative (civil) warrant, prior deportation order, or other civil immigration document that only addresses alleged violations of the civil provisions of immigration laws. Members shall not place an administrative (civil) immigration hold or detainer on an individual who is in custody. National Crime Information Center ("NCIC") or California Law Enforcement Telecommunication System ("CLETS") warrant responses currently make clear whether the warrant is administrative (civil) or criminal.

Members shall adhere to all of the following when reviewing or examining outstanding warrants in the NCIC or CLETS system. Members:

- 1) Shall contact the Sheriff's Central Warrant Bureau ("CWB") to confirm any warrant before taking action on the warrant.
- 2) Shall not enforce federal administrative (civil) warrants for arrest (currently Department Homeland Security ("DHS") Form I-200) or for removal/deportation (currently DHS Form I-205).
- 3) Shall not enforce Administrative Immigration Detainer – Notice of Action (currently DHS Form I-247A).
- 4) May enforce criminal warrants after consulting with CWB and confirming the criminal warrant.
- 5) Shall record the name of the individual from CWB staff who confirmed the criminal warrant in the incident report. (See DGO 6.18, Warrant Arrests.)

III. PROVIDING EMERGENCY ASSISTANCE TO ICE/CBP.

- A. ICE/CBP REQUESTS FOR EMERGENCY ASSISTANCE:** Members may provide emergency assistance to ICE/CBP to the same extent members would respond to emergency assistance to any other law enforcement agency. For example, members may provide emergency assistance when the member determines there is an emergency posing a significant and immediate danger to public safety or to the ICE/CBP agents.
- B. DUTIES OF MEMBERS:** Members providing emergency assistance to ICE/CBP shall immediately notify their supervisor and complete an incident report describing the reasons for their assistance.
- C. DUTIES OF SUPERVISORS:** When notified that a member is providing emergency assistance to ICE/CBP, supervisors shall immediately respond to the location and ensure that such assistance is warranted.
- D. TRANSPORTATION:** Members shall not assist ICE/CBP in transporting individuals suspected solely of violating federal immigration laws.
- E. ASSISTANCE:** Members shall not provide assistance to ICE/CBP agents for routine ICE/CBP operations, investigations, or raids. If ICE/CBP requests assistance that does not amount to an emergency as outlined in this section, members shall follow the protocols listed for Interagency Operations. (See DGO 5.14, Interagency Operations.)

IV. ASSISTING OTHER LAW ENFORCEMENT AGENCIES AND FOREIGN GOVERNMENT.

- A. INTERAGENCY OPERATIONS:** If ICE/CBP requests assistance with a planned, unplanned, or spontaneous operation, members must obtain approval from the member's Assistant Chief. (See DGO 5.14, Interagency Operations.)
- B. JOINT CRIMINAL OPERATIONS:** Members may continue to collaborate with other law enforcement agencies, with approval of the member's Assistant Chief, to protect public safety and participate in joint criminal investigations that are permitted under Department policy or applicable city or state law. When a member becomes aware that the criminal investigation involves the enforcement of immigration laws, the member shall:
 - 1) Notify a Supervisor; and
 - 2) Cease operations if doing so would not pose a risk to the officers or the public; and
 - 3) Suspend Interagency Operations.

C. ASSISTING FOREIGN GOVERNMENT: Members shall not assist or cooperate with any investigation, surveillance, or gathering of information conducted by foreign governments, except for cooperation related to an alleged violation of City and County, State, or Federal criminal laws. (See DGO 8.10, Guidelines for First Amendment Activities.) Any assistance or cooperation with a foreign government must be approved by the member's Assistant Chief. (See DGO 5.14, Interagency Operations.) Members requesting approval of the Interagency Operation shall notify the Officer-In-Charge ("OIC") of the Special Investigations Division ("SID") who will evaluate whether the U.S. State Department should be notified of the assistance or cooperation.

V. DEPARTMENT BULLETINS. Department Bulletins describing current versions or relevant examples of DHS forms and the most current samples of NCIC or CLETS print-outs of both administrative (civil) and criminal warrants will be issued as necessary.

VI. COMPLIANCE WITH OTHER STATE OR LOCAL LAWS. Nothing in this General Order prohibits members from performing their duties in enforcing state and local laws.

References

DGO 5.03, Investigative Detentions
DGO 5.14, Interagency Operations
DGO 6.18, Warrant Arrests
DGO 8.10, Guidelines for First Amendment Activities